Approved For Release 2000/04/14 : CIA-RDP78-03568A000300100007-0

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FORM NO. 30-25

T/O CHANGE AUTHORIZATION

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CWD

Chief,

STANDARD FORM NO. 64

Approved For Release 2000 04/14 CJA-RDP78-03568A000300100007-0 Office Memoranaum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage

DATE: 27 October 1952

FROM :

Office of Communications, Administrative Staff

SUBJECT:

Reallocation of Position V-43.01

1. The Office of Communications requests that Position #V-43.01, Personnel Clerk, GS-203-5 Administrative Staff, Personnel Branch be reviewed and reallocated to Administrative Assistant (Travel Desk) GS-301-7.

2. This request is predicated upon the fact that the present duties and responsibilities of the position fall under the category of Administrative Assistant. A copy of the job description is attached.



Chief, Personnel Branch

ATTACHMENT:

Job Description

OC-A/ WH: jc (10/29/52)

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